



Select One:

Add

Change

Delete

Agency

Division

Prepared By

Phone

Date

(MM/DD/YYYY)

Effective Date

(MM/DD/YYYY)

Fiscal Year

(YYYY)

## REQUEST FOR AGENCY SET-UP

Fiscal Year

(YYYY)

Requested Agency #

Agency Name (30 char)

Agency Short Name (12 char)

Agency Manager (30 char)

Are Approvals Required?

Yes

No

NOTE: Approvals should be set to "No" unless the Agency is using advanced approvals by Agency. If advanced approvals are desired, please contact the FINET Operations Manager.

Is Reporting Category Required for Spending Transactions?

Default - No, it is not used.

Yes - Required For Pre-Encumbrance, Encumbrance, and Expenditure Transactions.

Yes - Required for Encumbrance & Expenditure Transactions only.

Yes - Required for Expenditure Transactions only.

Optional - Reporting Category can be coded, but is not required.

For Division of Finance Use Only

Assigned Agency Number \_\_\_\_\_

Class \_\_\_\_\_ Category \_\_\_\_\_

Type \_\_\_\_\_ Group \_\_\_\_\_

Budget Phase \_\_\_\_\_

Exclude Budget Preparation ☐

Is Reporting Category required for Revenue Transactions ?

Yes

No

Not Applicable

Agency Approval

Date

Division of Finance Approval

Date

Entered By

Date